

Checklist for tire dealer permit

Date of interview _____ Investigator _____

DBA name and address _____

The following requirements will be completed by the investigator working on your case

- _____ **Investigator requirement** – Verification that the tire dealer has prominently posted a written notice for customers that contains information about section 62-185, prohibited activities, and includes the requirements that sellers must accept waste tires for disposal and recycling. The written notice must be in 24-point, bold type*. **Sec. 62-191(b)**

***This is 24-point, bold type print**

- _____ **Investigator requirement** – Verification that the tire dealer has stored no more than 500 waste tires that have been chipped, cut or shredded on the property. Any tire dealer may hold more than 500 waste tires for a period not to exceed 30 days without being permitted as a waste tire site if such tires are stored in a manner which protects human health and the environment pursuant to regulations adopted by the department. **Sec. 62-196(a)**

All of the following information listed below must be submitted by the applicant

- _____ Before submitting an application, contact the City Planning and Development Department so that they may determine if zoning will allow your proposed business to operate at your proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500
- _____ Application (**must be signed and notarized**). **Form provided by the Regulated Industries Division**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated>)
- _____ \$250 tire dealer permit fee

Have Need

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| _____ | _____ | Consultant consent form signed by the applicant (only applicable if a consultant is used). Form provided by the Regulated Industries Division
(http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /) |
| _____ | _____ | Two recent photographs of the front of the premises to be licensed |
| _____ | _____ | LLC only – A copy of the operating agreement listing the members and managers of the LLC
Corporation only – A copy of the bylaws and all amendments and organizational minutes , verifying all corporate officers, shareholders and number of shares held
Partnership only – A copy of the partnership agreement (limited partnership requires partnership application and appointment of the managing partner) – The managing partner must be noted on the application – NA for sole proprietor |
| _____ | _____ | Certificate of good standing from the State of Missouri . If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not <i>general partnership</i>), <u>or</u> certificate of incorporation (corporation) from the State of Missouri – State Office Building in KCMO, 615 E. 13 th St., (816) 889-2925 – NA for sole proprietor |
| _____ | _____ | Fictitious name registration (If DBA is different than the corporate name) from State Office Building, 615 E. 13 th St., (816) 889-2925 |
| _____ | _____ | A copy of the lease <u>or</u> a certified copy of the warranty deed of the property to be licensed |
| _____ | _____ | A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135 |
| _____ | _____ | A copy of the zoning clearance <u>stating</u> the use of the premises is permitted for the business from the City Planning and Development Department in City Hall, 414 E. 12 th St., (816) 513-1500 |

- — **Investigator requirement** – Include a current copy of the *Jackson County*, Missouri **Property Tax Clearance** showing there is no property tax due on any personal property owned by the licensee (or used in the activity and owned by a party related to the licensee or by an entity owned or controlled by or under common ownership or control with the licensee) ***or*** have you included written authorization from Jackson County officials stating that an arrangement for the delinquent property taxes has been made between the county and licensee? Direct all questions to Edwin Stoll, Director of Collections of Jackson County at (816) 881-3187.
- — A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100
- — Obtain and maintain a valid permit from the state to operate as a waste tire hauler pursuant to RSMo 260.270. A copy of such permit shall be provided to the department at the time of registration with the department – **Only required if you will be operating as a waste tire hauler. Sec. 62-193(a)(2)**